

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JULY 30, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS VANSELOW
MCDEVITT
TAYLOR
FRASIER
WOOD
BROCK
SEEBER

OTHERS PRESENT:

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
DICKINSON
DON LEHMAN, *THE POST STAR*
SAMANTHA HOGAN, SECRETARY TO THE CLERK OF THE BOARD

Mr. Vanselow called the meeting of the Support Services Committee to order at 9:30 a.m.

Motion was made by Mrs. Frasier, seconded by Ms. Seeber and carried unanimously to approve the minutes of the previous Support Services Committee Meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Amy Clute, *Self-Insurance Administrator*, who distributed copies of the Self-Insurance agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Ms. Clute presented a request for a new agreement with AWPR, LLC for pharmacy network vendor services for the Workers' Compensation Plan, for a term commencing October 1, 2015 and terminating September 30, 2018, with the option to renew the agreement for an additional three years. She advised this contract was the result of an RFP (*Request for Proposals*) to which AWPR, LLC had submitted the lowest responsible bid.

Motion was made by Ms. Wood, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Next, Ms. Clute requested to enter into a new agreement with OCM IPA, Inc. diagnostic radiology vendor services for the Workers' Compensation Plan, for a term commencing October 1, 2015 and terminating September 30, 2018 with the option to renew for an additional three years.

Motion was made by Mr. Taylor, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Clute requested authorization to allow participants in the Self-Insurance Plan to utilize the County's SDS (*Safety Data Sheets*) Database. She explained the Warren County Information Technology Department had developed a database that electronically stored Safety Data Sheets and participants in the Self-Insurance Plan had expressed interest in utilizing the data base. She noted the County would share the use of the database at no cost upon completion of an MOU (*Memorandum of Understanding*) in a form approved by the County Attorney.

Mr. Vanselow asked if this would replace the hard copy version and Ms. Clute responded that it would, provided the user had access to a computer.

Motion was made by Ms. Wood, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Moving on, Ms. Clute presented a request to allow Town of Queensbury employees to participate in the Warren County Self-Insurance Safety Training classes. She advised the Town of Queensbury was not a participant in the Warren County Self-Insurance Plan but had requested that their staff be allowed to attend various safety programs offered to Plan participants. Ms. Clute noted they had determined a fair charge for allowing such use would be \$20 per employee for 4 hours or less and \$40 per employee for 4 hours or more. She advised this revenue source could help to offset other Plan expenses for safety programs.

Motion was made by Mr. McDevitt, seconded by Ms. Seeber and carried unanimously to approve the request and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Item 5, Ms. Clute advised, pertained to a request for approval of the Warren County Volunteer Policy and Procedure. She explained several of the County's departments used volunteers services, but had concerns about how to handle certain situations which had prompted the need for a Volunteer Policy and Procedure. Ms. Clute advised she had worked with many departments, as well as the Safety Committee, the County's insurance broker, the County Attorney and County Administrator to come up with the Volunteer Policy and Procedure, a copy of which was included in the agenda.

Ms. Seeber advised DOVA (*Directors of Volunteers and Agencies*), which covered Warren and Washington Counties as well as some of Saratoga County, could serve as a good resource to Ms. Clute if she was looking to learn more about some of the broad volunteer opportunities and the different procedures and protocols used in the area.

Mr. Taylor asked if Ms. Clute which departments primarily used volunteer services and Ms. Clute responded those departments were Tourism, the Office for the Aging, Public Health and the Office of Emergency Services. Mr. Taylor asked if she knew how many volunteers the County was using and Ms. Clute replied the number was well over 100; she pointed out that the Meals on Wheels program was operated solely by volunteers.

Motion was made by Mr. Taylor, seconded by Ms. Seeber and carried unanimously to approve the Warren County Volunteer Policy and Procedure and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Ms. Clute noted the Referral and Pending Items listed on the agenda would remain pending at this time.

Moving on to Information for Discussion and Review portion of the agenda, Ms. Clute spoke about the 2016 Workers' Compensation Plan Participants Assessments. She apprised she had met with the Budget Team who approved the total budget for the Self-Insurance Plan of \$1,396,245, which was approximately 9% (\$140,778) less than the 2015 budget. She noted \$95,000 of this total was County's responsibility, which should help other departmental budgets going forward. Ms. Clute pointed out that she included a breakdown of the Plan allocations by participant in the agenda packet; she also noted that the changes made last year to revise the formula for determining allocations seemed to be working as expected.

Privilege of the floor was extended to Martin Auffredou, *County Attorney*, who distributed copies of the County Administrator/County Attorney agenda to the Committee members; *a copy of the agenda is on*

file with the minutes.

Commencing the agenda review, Mr. Auffredou presented a request to introduce a local law and authorize a public hearing for the adoption of the "Warren County, New York Plans and Policies Municipal Code." He advised there was a contract in place with American Legal Publishing Corporation, who had been responsible for combining the County's policies and local laws into one municipal code. He stated that the Town of Queensbury and the City of Glens Falls had already established their municipal code books and Warren County was now seeking to do the same. He displayed a copy of the Code completed by American Legal Publishing Corporation for Warren County, stating his compliments to American Legal Publishing Corporation opining that they had done a nice job. Mr. Auffredou advised the binder he referred to was the final product that everyone would receive; he added that the Code was very well organized and he proceeded to give examples on how easy it was to reference.

Mr. Auffredou indicated that the agenda included an attachment referencing the new FOIL (*Freedom of Information Law*) procedures. He explained that Section 87 of the Public Officer's Law required all municipalities to have rules and regulations with respect to FOIL procedures in place. He stated that while Warren County had established FOIL rules and regulations in place, he felt they were in need of an update; as such, he added, the attachment included in the agenda would need to be adopted as part of this process. He continued that Section 20 of the Municipal Home Rule Law indicated if a county were going to do a re-codification, codification, or a compilation of a variety of subject matters, local laws and policies, they could put these documents all together in one book or compilation to be adopted by local law, subject to a public hearing. Mr. Auffredou mentioned that if there were any revisions or changes to the Code, they could be noted for the record to become part of the document adopted by local law. He stated that this was a very important process because it was the only exception allowed in the Public Officer's Law for this type of work. He noted that typically, a local law comprises or addresses only one subject matter; however, he said, in his case they would be addressing multiple subject matters in one local law.

Mr. Auffredou apprised the Code would always be a work in progress, with updates being made as needed. As an example, he cited Local Law No. 5 of 2015 which was recently approved to essentially separate the Human Resources Department and the Civil Service Administration and would need to be updated in the Code. He advised he would work with Amanda Allen, *Clerk of the Board*, to determine the best way for the multiple Code books to be updated as new pages were received. Mr. Auffredou commented this project had been an enormous undertaking and he recognized Joan Sady, *Retired Clerk of the Board*, and Mrs. Allen for spearheading this effort with assistance from other departments, such as the County Administrator's Office and his own staff, along the way. He concluded that the Warren County, New York Plans and Policies and Municipal Code document was ready to be approved and he reiterated the next step in this process would be to adopt a resolution introducing the appropriate local law and setting the necessary public hearing to be held at the September 18th Board Meeting.

Motion was made by Mr. Taylor and seconded by Mr. McDevitt to approve a resolution introducing a local law and setting public hearing to adopt the Warren County, New York Plans and Policies.

Mr. Taylor noted he had served as a City Councilman for eight years and was very familiar with the City's Municipal Code because it was something that was constantly referenced during his tenure. Mr. Auffredou noted that the County adopted hundreds of resolutions each year and this Code would serve as a good reference source to search for information when needed.

Mr. Brock asked whether each of the Supervisors would receive a copy of the Code and Mr. Dusek advised at the beginning of the process there seemed to be mixed feelings on the Board as far as purchasing a copy for every Supervisor. He advised 25 copies of the Code had been ordered, primarily intended for distribution to department heads. Mr. stated copies could be provided to every Supervisor;

however, he said, they would have to be purchased at an additional cost. He noted that the Code would be available on CD, as well as on the County website.

Mr. Brock stated that he had something similar and was sent new pages and instructions periodically explaining how to insert and replace updated pages. He stated that because the book had not been kept up to date in the past, he had found it was easier to use the online version, as it was more user friendly and included all current updates.

Ms. Seeber questioned how often the online version would be updated and Mr. Dusek stated it could be updated as often as we chose, but noted a cost would be incurred each time. Ms. Seeber asked if the IT (*Information Technology*) Department could keep the online version updated at all times and Mr. Dusek responded that when resolutions were adopted they were in a certain format that needed to be changed and language added for the book, which he felt would be too much for the IT Department to handle, as they would have to include rewrites for the updates as well. Mr. Auffredou opined that this work was something that really needed to be done by a professional publisher.

Ms. Seeber suggested possibly looking into making copies available on USB drives available and Mr. Dusek agreed this was a valid option he would look into.

Mr. McDevitt stated while he may be the exception in the room, he would prefer to have a hard copy of the Code rather than a digital copy. Mr. Dusek responded that this publication was intended to be made available to anyone who wanted it, in any form they preferred. He stated the goal was to be as accommodating as possible, while keeping the costs realistic.

Mr. Vanselow advised the Committee was being asked to set a public hearing to consider a local law to adopt the Municipal Code and he noted some of the questions being asked would be valuable to the Board as a whole.

Mr. Taylor asked if there would be some sort of identifying process for changes made before updates were completed. Mr. Auffredou replied for the hard copies, the binders could possibly be turned in for the physically updates to be made and then returned; he noted that in his Office, staff updated books and pamphlets in this manner on a daily basis.

Following discussion, Mr. Vanselow called the question and the aforementioned motion was carried by unanimous vote and the necessary resolution was authorized for the August 21st Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Auffredou then presented request to ratifying his actions in retaining temporary assistance for his Office to cover a two month medical leave for one of his staff, as this was a very busy time for his Office. He explained he had hired someone for a temporary position, after having followed the proper steps to do so, and the employee had started on yesterday (*July 29th*). Mr. Auffredou advised the temporary staff member had over 20 years experience as a Legal Secretary, and had agreed to work at a rate of \$25 per hour.

Motion was made by Mr. McDevitt, seconded by Mr. Taylor and carried unanimously to approve the request and refer same to the Personnel Committee.

As there was no further business to come before the Support Services Committee, on motion made by Ms. Wood and seconded by Mrs. Frasier, Mr. Vanselow adjourned the meeting at 10:02 a.m.

Respectfully Submitted,
Samantha Hogan, Secretary to the Clerk of the Board

